



With skill and motivation, you can ►  
make a difference.

## Opportunities for Persons with Disabilities!

A career with America means the opportunity to excel . . . the opportunity to meet the challenges of a demanding job . . . and the opportunity to reach your full potential for advancement.

Having a disability will not be a disadvantage to you in being considered for employment with the Federal Government or in pursuing career opportunities once you become an employee.

Whether it's working on a cure for cancer, AIDS, or heart disease . . . designing advanced avionics . . . writing procurement contracts worth millions of dollars . . . the challenge is there for those with the right skills and motivation.

### Selective Placement Procedures: Helping You Reach Your Potential!

The Federal Government's Selective Placement Procedures include:

#### Competitive Appointments

Most Federal employees obtain jobs competitively, through the following procedures:

- You apply for and establish eligibility on an Office of Personnel Management



register, either by passing a written test (special testing is available if you are a person with a severe disability) or by having your experience and education evaluated without a written test. Then, when filling a vacancy, an agency requests a list of qualified people from the appropriate OPM register.

- For some types of positions, you may apply directly to a Federal agency.
- The agency may then interview and select you for the vacancy.

### Special Appointing Authorities

To meet the needs of those who have severe physical impairments or mental disabilities, or have a history of serious emotional problems, an agency may use a variety of special appointing authorities. The point is: if you have the desire to excel . . . to do your best, the opportunities are there.



◀ The Federal Government offers you the opportunity to excel in challenging jobs.

*As you become a success in your  
chosen field, you will help your colleagues  
develop professionally.* ►



### **Special Accommodations on the Job**

Sometimes it may be necessary or advisable for the Government to make a reasonable accommodation in the duties of a job or in the worksite to make it easier for you to perform the duties of a position.

The Federal Government has established an exemplary record in providing reasonable accommodations.

Here are some of the ways in which your needs may be matched with the requirements of the job:

1. Interpreters for persons with hearing impairments.
2. Readers for persons with visual impairments.
3. Modification of job duties.
4. Restructuring of work sites.
5. Alteration of work schedules.
6. Special equipment or furniture acquisition.
7. Personal assistance when needed.

### **Career America: The Next Step**

The Federal Government recognizes that you have a right to full and fair consideration for any job for which you apply. We offer you an environment in which you can reach your potential and make a difference for your country.

The Federal Government is an Equal Opportunity Employer. Hiring and advancement in the Government are based on qualifications and performance, regardless of your race, color, creed, religion, sex, age, national origin, or disability.

### **For More Information . . .**

- Contact the Personnel Office or Selective Placement Program Manager of the Federal agency where you wish to work. A Selective Placement Manager works closely with supervisors and managers to match your skills and qualifications with available job openings.
- Contact the State Office of Vocational Rehabilitation for assistance in preparing to meet the qualifications for jobs.
- Additionally, any disabled veteran can contact the Veterans Administration Vocational Rehabilitation and Counseling office for benefits and employment information. You may also contact a Disabled Veterans Program Manager at a Federal agency for employment information.
- Contact the Office of Personnel Management Area Office listed in your local phone directory under *U.S. Government*.